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## Recreation Worker 3 (Archives Assistant)

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<b>DEPARTMENT:</b>	<b>Community Services</b>	<b>STATUS:</b>	<b>Auxiliary</b>
<b>NO. OF POSITIONS:</b>	<b>One</b>	<b>UNION:</b>	<b>CUPE, Local 387</b>
<b>HOURS OF WORK:</b>	<b>Approx. 10 hours/week*</b>	<b>SALARY:</b>	<b>\$27.20 - \$29.46 per hour (2024 rates) + 12% in lieu of benefits</b>

As a central hub in the Metro Vancouver area, the City of New Westminister delivers a broad spectrum of urban services to over 85,000 residents. New Westminister is rich in history with a viable and thriving economy and has a population representative of the diversity of the region. The City is staffed by talented and dedicated employees who work together to achieve its strategic vision. We have earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

The New Westminister Museum and Archives is seeking an auxiliary Recreation Worker 3 (Archives Assistant) that will begin September 2025. The hours of work for this position will be approximately 10hrs/week, and the position will work a non-standard schedule including days, evenings, weekends and statutory holidays. Hours are anticipated to be worked on Tuesdays and Wednesdays, but may be subject to change due to operational needs.

Reporting to the Archivist, this position is based at the New Westminister Archives (located at the Anvil Centre) where the incumbent will assist with supporting reference services and maintaining physical and intellectual control of materials. Some independent judgement and action are exercised within established guidelines. Difficult or unusual problems are referred to a supervisor who evaluates work performance for effectiveness and conformance with established policies and procedures.

**Duties include (but not limited to):**

- Assist with reference services, including processing reference requests and supervising the archives reading room.
- Assist patrons with navigating archival reference materials.
- Provide in-person, electronic and over-the-phone reference services to patrons.
- Perform indexing and bibliographic control of archival resource materials
- Provide duplication services for archival materials.
- Maintain and record statistics regarding archival services.
- Order and maintain archives reading room supplies.
- Assist with regular social media and marketing tasks.
- Support arrangement and description of archival materials.

**Requirements include:**

- Post-secondary coursework in archival studies, library science, or knowledge and information management.
- Experience consulting and using a variety of print and electronic resources.
- Keen interest in understanding archival holdings, including their various community applications.
- Ability to work co-operatively, as part of a team.
- Ability to work with diverse communities to provide outstanding customer service and provide informational resources.
- Excellent oral and written communication skills as well as excellent organization and interpersonal skills.
- Familiarity with Microsoft Office and the Adobe Creative suite.
- First aid training is an asset.
- Ability to successfully pass and maintain a satisfactory Police Information Check.

***\*This position is an auxiliary role with flexible hours and duration based on the department's needs.***

**Apply online with your resume and cover letter in one document at [www.newwestcity.ca/employment](http://www.newwestcity.ca/employment) by August 6, 2025.**

Join a team of enthusiastic and innovative employees, and help us build a vibrant, compassionate, resilient city where everyone can thrive.

We offer our employees great work-life balance, competitive salaries, comprehensive health, benefit and retirement plans (a percentage in lieu of benefits for auxiliary positions), education and training opportunities and challenging and rewarding work.

*To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.*

*New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples.  
'It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.  
We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.  
This position is only open to those legally entitled to work in Canada.*